

PS&E Checklist for Federal-Aid Projects

State Project No.: _____

State Control No.: _____

Project Location: _____

Project Description: _____

Review Date: _____

LPA Project Rep.: _____

General:

- ☐ Is the project full of oversight according to the Project Approval and Oversight Agreement between NDOR and FHWA?
- ☐ Review Project Development Reports, schematics, and schematic file. Check plans against previous comments. Note any unresolved issues.
- ☐ Is project located within 2 miles of an airport? Has FAA/FHWA coordination been completed? If needed, has airway-highway clearance been obtained? (23 CFR 620.103)
- ☐ Drive the project to look for roadside obstacles and other safety issues. Are there obstacles that can be removed, relocated, shielded, or delineated in that order of preference?
- ☐ State or local force account (23 CFR 635.204)?
- ☐ State or local furnished materials (23 CFR 635.407), has use been approved?
- ☐ Patented or proprietary items (23 CFR 635.411), has use been approved?
- ☐ Required borrow or waste (23 CFR 635.407)?

Right of Way:

- ☐ Coordinate review with NDOR or FHWA Right of Way Officer. Confirm control of access lines where appropriate. Check conformance with approved right-of-way plans.
- ☐ Confirm LPA has preserved all right of way free from all public and private installations, facilities, or encroachments. If any encroachments exist, verify with NDOR Right of Way Officer whether they are in the Public Interest as outlined in 23 CFR 1.23(c). *(This statement should not be construed to mean only a public interest letter (PIL) is needed. The encroachment must be necessary for the highway.)*
- ☐ Confirm right of way is clear prior to authorization.
- ☐ In the rare circumstances the right of way is not clear prior to authorization, do the contract provisions contain:
 - ☐ What restrictions will be on the contractor?
 - ☐ An estimate on when the right of way will be cleared?

- ☐ A statement that a time extension may be granted if the property is not available as indicated in the contract (23CFR 635.307 and 635.309(b)).
- ☐ Right of way – Coordinate final review to assure resolution of all right of way issues. NDOR and/or FHWA Right of Way Officer to approve right of way and relocation assistance certifications.

Railroad on the project?

- ☐ Is there a signed agreement between the railroad and LPA? This agreement must be reviewed by NDOR and approved by FHWA (23 CFR 646.216(e)).
- ☐ Does the proposal include railroad protective insurance (23 CFR 646.105) and liability insurance requirements (23 CFR 646.107)?

Design Features (Check for compliance with appropriate Design Manuals):

- ☐ Design speed on title sheet?
- ☐ List applicable section of Design Manual (*Multi-lane rural, urban arterial, etc.*)
- ☐ Lane, shoulder, and bridge widths; passing and stopping sight distance; horizontal and vertical alignment; superelevation; ramp designs; weaving areas; etc.
- ☐ Do safety features comply with current standards?
- ☐ Has crash data, collision diagrams, and safety analysis been performed?
- ☐ Any design exceptions required? Documented in project file? (23 CFR 625.3)
- ☐ Is pavement design in accordance with NDOR procedures or has NDOR approved the LPA procedures?
- ☐ Are warning devices and signing provided at highway-railroad crossings? Also, check on status of railroad agreement.
- ☐ Are traffic control devices in compliance with MUTCD? (23 CFR 655.603(d)(2))
- ☐ Do specialty items meet warrants (*signals, lighting*)?
- ☐ Are number of lanes adequate for projected traffic (*capacity, weaving, etc.*)?
- ☐ Check for agreement of grades and elevations between bridge and pavements.
- ☐ Check horizontal and vertical bridge clearances. (*These should have been established in preliminary bridge layout.*)
- ☐ Do the project termini connect acceptably with the existing roadway?
- ☐ Are appropriate accommodations provided for bicyclists and pedestrians, both along the project and at intersecting roadways? If not, are there any “exceptional circumstances” for denying safe and convenient bicycle and pedestrian access? (23 CFR 652 and 2-24-99 Memorandum from Federal Highway Administrator)
- ☐ Does design of sidewalks and trails comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG)? (www.accessboard.gov)
- ☐ Are bicycle and pedestrian elements addressed on 3R projects? Facilities, regardless of project scope, must be brought up to current accessibility standards in accordance with the ADA.
- ☐ Are cost-effective safety items included on 3R projects? (23 CFR 625.2)

- ☐ Structures – Coordinate review with Bridge Engineer. Compare structure features with approved preliminary bridge plans, review structures file for unresolved issues, checks for 404 and navigation permits, etc.
- ☐ Intelligent Transportation Systems (ITS) – Coordinate review to ensure that the project conforms to the Regional or Statewide ITS architecture. Is an ITS architecture conformance statement available to certify that a systems engineering analysis has been performed?

Construction Zone Safety (23 CFR 630.1010):

- ☐ Is a detailed traffic control plan required?
- ☐ Review TCP for overall adequacy. See 23 CFR 630.1012.
- ☐ Is there a need/provision for temporary signing, markers, barriers, etc.?
- ☐ Are provisions made for protecting motorists from drop-offs?
- ☐ Are crash-worthy devices such as positive separation barriers, sand barrel arrays or cash attenuators provided as needed? Are they delineated? Are relatively flat areas and deflection distances behind the barriers sufficient?

Environmental:

- ☐ Ensure that the preferred alternative in the environmental document is consistent with the STIP , TIP, and/or Safety Schedule of Improvements with regards to design concept and scope. If necessary, amend STIP and TIP, as appropriate.
- ☐ Type and date of environmental clearance.
- ☐ Is a reevaluation required for the CE/ EA/FONSI, or EIS/ROD to determine if the NEPA document, findings, and commitments remain valid or is a supplemental NEPA document required?
- ☐ Are historic or archeological resources involved? Is Section 106 processing complete and documented? For Section 106 properties, ensure that Item A.4.g below is also addressed.
- ☐ Is noise analysis/attenuation designed and included in the PS&E? Are there exceptions to noise attenuation?
- ☐ Section 4(f) approved, if applicable?
- ☐ Date of wetlands finding.
- ☐ Threatened/endangered species or critical habitats involved? USFWS consultation date.
- ☐ Are floodplains involved? Finding date.
- ☐ Are the environmental commitments as approved in the environmental document incorporated into the final PS&E? (23 CFR 635.309)
- ☐ Has a copy of the environmental commitment listing been received?
- ☐ Is SW3P plan adequate? (23 CFR 635.309)
 - ☐ Have Project-Specific Locations been addressed?
- ☐ Have utilities been addressed?
 - ☐ Is status of utilities report included in the proposal?

- ☐ Is there concurrent utility adjustment with contract work? Expected clearance date.
- ☐ Where required, verify there are agreements between LPA and affected utilities.
- ☐ Is responsibility for NEPA addressed regarding utilities and Project Specific Locations (*PSLs*)?

Programming:

- ☐ What is the functional classification?
- ☐ Is the project in the STIP, TIP, and/or Safety Schedule of Improvements, including description, phase of work, termini, cost, current year?
- ☐ EPA coordination for CMAQ? ☐ Yes ☐ No

Construction Plans:

- ☐ Do the plans adequately cover the work? Is anything missing?
 - ☐ Does Title Sheet include: title, scale, location sketch, index, project length, symbols, design data (*ADT, DHV, % Trucks*), Federal and State project numbers, and reference to applicable standard specifications and plans?
 - ☐ Is the design year at least construction year+20?
 - ☐ Typical sections included?
 - ☐ Summary of quantities?
 - ☐ Traffic control plan included and consistent with the MUTCD (*23 CFR 630.1010(a)(2)*)?
- ☐ Have pay item quantities been cross-checked against the plans, summary of quantities, and proposal quantities to identify possible questionable items?
- ☐ Are safety appurtenances in accordance with AASHTO Roadside Design Guides or other guidance approved by NDOR?
- ☐ Ensure that all proposed work is within the project limits as identified on the plans.

Engineer's Estimate:

- ☐ Does the estimate include a pay item for all work included in the plans?
- ☐ Are all unit prices reasonable?
- ☐ Provide specific review of unit prices for major items (*major items include those with greater cost and/or greater quantity than other bid items*). Compare quantities with plans and proposal.
- ☐ Check to see if nonparticipating items are listed separately (*in both the estimate and plans*).
- ☐ Has there been a change in cost over 25% from the preliminary estimate(s)? Why?
- ☐ Is there an estimate for railroad work (*if needed*)?

Specifications and Special Provisions

- ☐ Are all special provisions and supplemental specifications approved for use?
- ☐ Do specifications, special provisions, or special specifications conflict with plan notes?

- ☐ Does the proposal or plans contain proprietary items? Check on alternates for patented/proprietary items. *(Name brands require two and/or equal, or public interest determination) (23 CFR 635.411)*
- ☐ Are all pay items covered by an appropriate specification that agrees with the plans for basis of payment?
- ☐ Form FHWA-1273: Required Contract Provisions, Federal-Aid contracts *(23 CFR 633.102)* included?
- ☐ Wage Rates *(23 CFR 635.309)* included?
- ☐ "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" included?
- ☐ Noncollusion provision *(23 CFR 635.112(f))* included.
- ☐ Lobbying disclosure for projects over \$100,000 *(23 CFR 635.112(g))*
- ☐ Buy America *(23 CFR 635.410)*
- ☐ Does the proposal contain DBE provisions?
- ☐ Certification of nondiscrimination available?
- ☐ Does the proposal contain Standard Form LLL, Disclosure of Lobbying Activities *(47 CFR Part 20, Restrictions on Lobbying)*?
- ☐ Check contract time, including lead time for assembling materials. Is it realistic?
- ☐ Does the proposal contain an Incentive/Disincentive (I/D) clause *(23 CFR 635.413)*?
 - ☐ Has the I/D payment been specifically calculated for this project?
 - ☐ Is the I/D amount reasonable?
 - ☐ Has the I/D calculations been previously submitted for review and approval?
- ☐ Does the proposal contain any guaranty or warranty clauses *(23 CFR 635.413)*?
- ☐ Does the proposal have training requirements and are the training special provisions included?
- ☐ Does the proposal contain NDOR's pavement smoothness specification or acceptable reference?

Experimental features? ☐ Yes ☐ No *(FAPG G 6042.4)*

- ☐ Furnish work plan to FHWA Planning and ROW Officer and NDOR Materials and Research Engineer for approval.
- ☐ Does NDOR/FHWA concur in their incorporation into the project?
- ☐ Does the feature have a work plan approved by NDOR and FHWA?

Miscellaneous:

- ☐ Preliminary review comments discussed and resolved with NDOR/FHWA?
- ☐ Attach any conditions of approval on a separate sheet.